

10 JULY 1995

Operations

**NATIONAL SECURITY EMERGENCY PREPAREDNESS  
(NSEP) PROCEDURES**

This instruction implements AFRD 10-2, *Readiness*. It expands on the procedures in Defense Information Systems Agency (DISA) Circular 310-130-1, Supplement 11, *Submission of Telecommunications Service Requests*, and establishes AETC procedures to invoke NSEP in the event of a national or local emergency or natural disaster.

**SUMMARY OF REVISIONS**

Incorporates the requirements, information, and procedures formerly in AETCR 55-3, updates office and agency symbols, and aligns this instruction with AFRD 10-2.

**1. NSEP Services.** Critical telecommunication services must be provided at the earliest possible time without regard to the associated cost. Examples of these services include:

- 1.1. Support of federal government activities responding to a disaster or emergency declared by the President.
- 1.2. Response to a crisis declared by national command authorities.
- 1.3. Efforts to protect endangered United States personnel or property.
- 1.4. Enemy action, civil disturbance, natural disaster, or any other unpredictable occurrence that has damaged operational facilities essential to NSEP or the management of other ongoing crises.

**2. Responsibilities:**

2.1. The AETC Commander is appointed the NSEP authority in AETC. (**NOTE:** Once approval has been given for installation of circuits and equipment, HQ AETC is obligated to pay for NSEP communications circuits and associated costs from AETC's leased circuit funds available at the Air Force Telecommunications Certification Office ([AFTCO].)

2.2. HQ AETC Plans Division (HQ AETC/SCX) will:

2.2.1. Ensure an NSEP letter of appointment is updated annually or as changes occur.

2.2.2. Send the updated appointment letter to Manager, National Communications System, National Coordinating Center, Attn: NCS-NCC, 701 S. Court House Road, Arlington, VA 22204-2198, with copies to AETC AOS/AOC, HQ AETC/XO, AETC CSS/SCYA, each AETC command center and communications unit (SCX), and AFTCO/XSX, 203 W. Losey St, Room 3100, Scott AFB IL 62225-5248.

2.2.3. Ensure funds are available to support NSEP activation.

2.3. At the request of the wing commander, the communications squadron commander or a designated representative will:

2.3.1. Request approval for NSEP activation from the NSEP authorizing official through the Randolph Command Center.



2.3.2. Notify AFTCO to initiate NSEP. Provide the following information to the AFTCO: authorizing official (name, grade, location, and DSN), type of service required (DSN, DDN, etc.), and location.

2.3.3. Submit OPREP-3 report according to AFMAN 10-206, *Operational Reporting*, based on circumstances requiring activation.

2.3.4. Instruct AETC CSS/SCYA management personnel to submit a request for service (RFS) to AFTCO within 48 hours of verbal request according to DISA Circular 310-130-1, Supplement 11. Send an information copy of the RFS to HQ AETC/SCX.

**3. Points of Contact.** During normal duty hours, use the following numbers to contact AFTCO:

3.1. For switched services (DSN, AUTODIN, DIN, DDN, etc.), call DSN 576-2195 (commercial 618-256-

2195) and provide the information required in paragraph 2.3.2.

3.2. For nonswitched service (direct access), call DSN 576-6301 (commercial 618-256-6301) for service.

3.3. After normal duty hours, call the AFTCO Network Management Office, DSN 576-2591 (commercial 618-256-2591).

#### **4. Invoking NSEP:**

4.1. After the NSEP authority has approved NSEP for AETC, the Randolph Command Center will notify the affected AETC organizations.

4.2. Once NSEP procedures are invoked, Government users must be prepared to accept emergency NSEP services as soon as they are provided by the vendor. NSEP will not be invoked to make up for the time lost as a result of inadequate advance planning.

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